

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF HUMAN RESOURCES  
June 26, 2002

**HUMAN RESOURCE MEMORANDUM 6-02**

**TO:** Agency Heads, Directors of Administrative Services, and Human  
Resource Representatives

**SUBJECT:** Amendment to Human Resource Memorandum 4-02: Temporary Layoff  
for July 5, 2002

It has been determined that the temporary layoff day scheduled for July 5 (or any  
alternate unpaid temporary layoff time if the employee is required to work on July 5)  
**should be considered as time worked for purposes of computing overtime.**

*S/ Donald A. Wills*  
Donald A Wills, Director  
Bureau of Human Resources

DAW/pjs